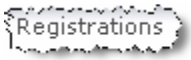
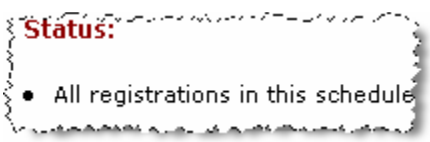
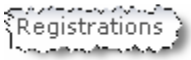
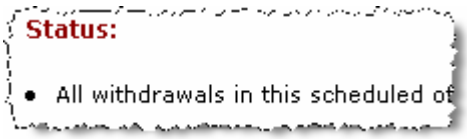
The following steps will allow you to register subordinates for a Scheduled Offering.

Step	Action	Look For
1.	Login to AgLearn and select the **My Employees** tab.	
2.	Select the **Registrations** link.	
3.	Be sure that the **Register Users** option is selected.	
4.	Enter Keywords for the item and select **Next**.	
5.	Locate the Scheduled Offering and toggle the radio button in the **Select** column.	
6.	Select **Next**.	
7.	Locate the subordinate(s) you wish to register and select **Next**.	
8.	Enter any comments about the registration.	
9.	Select **Next**.	
10.	Select **Next** again.	
11.	Specify if AgLearn should send e-mail notifications to the listed users.	
12.	Select **Finish**.	
13.	Look for error messages in the **Status**. The Status message to the right indicates that the user(s) were successfully registered for the specified offering.	

The following steps will allow you to withdraw subordinates from a Scheduled Offering.

Step	Action	Look For
1.	Login to AgLearn and select the **My Employees** tab.	
2.	Select the **Registrations** link.	
3.	Be sure that the **Withdraw Users** option is selected.	
4.	Enter Keywords for the item and select **Next**.	
5.	Locate the Scheduled Offering and use the radio button in the **Select** column.	
6.	Select **Next**.	
7.	Place a checkmark in the Withdraw column next to the user(s) you wish to withdraw from a Scheduled Offering.	
8.	Select **Next**.	
9.	Enter any comments about the withdraw.	
10.	Specify if AgLearn should send e-mail notifications to the listed users.	
11.	If you wish to remove the item from your subordinate's Learning Plan, place a checkmark in the corresponding box.	
12.	Select **Finish**.	
13.	Look for error messages in the **Status**. The Status message to the right indicates that the user(s) were successfully withdrawn from the specified offering.